

General:

Persons authorized to travel at government expense shall, in accordance with regulations and whenever such mode of transportation is authorized, or approved as more advantageous to the government, be paid in lieu of transportation not to exceed the current GSA-recommended rate per mile for the use of privately owned vehicles (POV), when engaged on official business within or outside their designated duty station. Proper authorization for use of POV must be established before reimbursement will be made.

Line-by-line Instructions

Preparation of Request and Authorization for Allowance for Use of Private Vehicles on Official Business.

Establishment of Authorization

Form ACC-PVA001:

1. First, indicate if the application is **NEW** or **RENEWAL**.

2. The Authorization Request must be prepared when requesting for Local Mileage Reimbursement for use of Privately Owned Vehicle (POV).

3. **Recommended by / Agency Head Approval** Authorization Request shall be approved by employee's Supervisor, Division Head and the Department's Director.

4. In the **Certification of Funds** block, Under the "Authorized for Fiscal Year" (left side) enter the current fiscal year. under the "Charge Allotment No." section (right side), enter the current Job Order Number to utilize for payment(s).

4a. If funds are available, certification shall be made and original shall be controlled by the agency/department.

5. A **Control Number** must be assigned by the agency / department using this format:

Example: PV 11 0660 01

PV (privately owned vehicle)

11 (Fiscal Year)

0660 (Dept or Agency Code & Division)

01 (Control Number)

This number should be indicated in the remarks section of the *Daily Mileage Report*.

NOTE: ALL ORIGINAL APPLICATIONS **MUST BE KEPT at the Department/Agency** and not forwarded to DOA.

6. **Employee Certification:** employee must sign AFTER a control number has been assigned.

Processing: Upon request for mileage reimbursement by the employee (instruction follows), the agency will follow the normal *Reimbursable Procedure* with regards to reimbursements. Upon receipt of the request for reimbursement, the Division of Accounts will review the accuracy of Accounting Data and verify availability of funds. Return to originating department or agency for addition fund when required.

Maintenance of Daily Mileage Report

Form ACC-PVB001:

1. On the top right corner of this form, cite the Agency / Department Control Number authorizing the use of P.O.V. (*item #4 on Form ACC-PVA001*)

2. Each authorized employee shall keep a complete and accurate record of all travel performed on Daily Mileage Report of Private Vehicles used on Official Business. Reimbursable Mileage is based on the most direct route between official duty station and point of official destination and return.

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3. Daily Mileage Report shall be completed and approved by the employee's direct Supervisor prior to submitting for reimbursement. Mileage Report shall be summarized at the end of each month and forward to the Division of Accounts.

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Reimbursable Procedure

Form ACC-PVC001:

1. On the top right hand corner of this form cite the Agency / Department Control Number authorizing the use of P.O.V.

2. No later than the tenth of each month, Reimbursement Request and Monthly Summary of Private Vehicles used on official business shall be completed and submitted to the Division of Accounts for processing of reimbursement. The Division Head and Director of the submitting department must approve all reimbursement requests before further appropriate action could be taken by the Division of Accounts.

Division of Accounts

If funds are available, a Direct Payment Request (Form ACC-DPA001) for processing mileage reimbursement shall be completed and submitted to the Division of Accounts using transaction code 190.

For reimbursement rates, go to: www.gsa.gov/mileage

NOTES: per the following codes:

- ~ §22956, Ch.22, Title 5 GCA (Waiver of Immunity);
- ~ §23105, Ch.23, Title 5 GCA (Government Travel Law);
- ~ §6105, Ch.6, Title 5 GCA (Government Claims Act); and,
- ~ §56101.1, §56101.2 and §56101.5 of 10 GCA 56 (Health & Safety);
- ~ Vehicles must be insured and registration kept updated.